

**NASHUA PUBLIC LIBRARY  
2 COURT STREET  
NASHUA, NEW HAMPSHIRE 03060**

**LIBRARY BOARD OF TRUSTEES MEETING**

June 2, 2020  
7:00 P.M.

**AGENDA**

1. Review of monthly bills and trust fund requests
2. Approval of Minutes from May meeting
3. Update on library operations (see director's report)
4. Suspension of overdue fines through 9/30/2020
5. FY2021 Holiday calendar
5. Other Business

REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE NASHUA PUBLIC LIBRARY

A regular meeting of the Board of Library Trustees was held at 7:00 pm on May 5, 2020.

Due to the library's closure related to COVID-19 the meeting was held virtually using Cisco Webex Meetings.

Trustees present were:

Linda Laflamme (Chairman)  
David Pinsonneault  
Paul Bergeron  
Scott Jaquith  
Kristin Kane  
Manny Espitia  
Padmaja Kunapareddy

Also present were Library Director Jennifer McCormack, Assistant Director Jenn Hosking, who took the minutes and eight members of the public.

Chairman Laflamme called the meeting to order at 7:03 pm.

The Board examined the bills and, upon a motion duly made by Mr. Pinsonneault, seconded by Ms. Kane, unanimously:

RESOLVED that bills in the amount of **\$18, 8880.59** be approved for payment from the FY2020 **Regular** budget and bills in the amount of **\$71.60** be approved for payment from the **Fines** budget.

The vote was taken by voice roll call which resulted as follows:

Yea: Linda Laflamme (Chairman)  
Paul Bergeron  
David Pinsonneault  
Manny Espitia  
Padmaja Kunapareddy  
Kristen Kane  
Scott Jaquith

Upon a motion duly made by Mr. Pinsonneault, seconded by Mr. Bergeron, the Board unanimously **approved the minutes of the February 4, 2020 meeting.**

The vote was taken by voice roll call which resulted as follows:

Yea: Linda Laflamme (Chairman)  
Paul Bergeron  
David Pinsonneault  
Manny Espitia  
Padmaja Kunapareddy  
Kristen Kane  
Scott Jaquith

In accordance with the Bylaws of the Board of Trustees, an election of officers was held.

Upon a motion duly made by Mr. Bergeron to nominate Linda Laflamme to the position of Chairman and David Pinsonneault to the position of Secretary, seconded by Mr. Jaquith, the Board **unanimously voted to elect Linda Laflamme to Board Chairman and David Pinsonneault to Secretary for the term of one year.**

The vote was taken by voice roll call which resulted as follows:

Yea: Linda Laflamme (Chairman)  
Paul Bergeron  
David Pinsonneault  
Manny Espitia  
Padmaja Kunapareddy  
Kristen Kane  
Scott Jaquith

Director McCormack brought forth revisions to the Library Card and Borrowing policy to include the acceptance of online payments for fines and the elimination of refunds for lost or damaged materials paid. Upon a motion made by Ms. Kane, seconded by Mr. Jaquith, the Board **unanimously approved the Library Card and Borrowing policy updates as presented.**

The vote was taken by voice roll call which resulted as follows:

Yea: Linda Laflamme (Chairman)  
Paul Bergeron

David Pinsonneault  
Manny Espitia  
Padmaja Kunapareddy  
Kristen Kane  
Scott Jaquith

Director McCormack proposed the Board consider contributing \$46,994 from library trust funds towards the plaza renovation project. These funds would work towards the goal of approximately \$800,000 to complete phase 1 in fiscal year 2021. Upon a motion duly made by Mr. Pinsonneault, seconded by Mr. Jaquith, the Board **unanimously agreed to the support the concept that the Director identified trust funds to potentially use in the amount of \$46,994 towards phase 1 of the plaza renovation project.**

The vote was taken by voice roll call which resulted as follows:

Yea: Linda Laflamme (Chairman)  
Paul Bergeron  
David Pinsonneault  
Manny Espitia  
Padmaja Kunapareddy  
Kristen Kane  
Scott Jaquith

Director McCormack reviewed the plan she presented in her Director's report for a phased reopening of the library building once the State and City have advised it is safe to do so. She is following the guidance of the City's Emergency Management team and Safety Director. The first phase of reopening will include essential library services such as public computing and WiFi as well as curbside pickup of library materials. In addition, the Books by Mail program will be expanded to include customers in high risk categories as it relates to COVID-19. Physical changes within the library will also be made to accommodate social distancing for both staff and customers. She will continue to update the Board weekly as these plans progress.

In other business, Chairman Laflamme commended library staff on a job well done continuing library services virtually and representing the library as a key partner in the City's efforts to address this pandemic. Chairman Laflamme also shared a summary of the 2020 first quarter investment report from Knights of Columbus Asset Advisors.

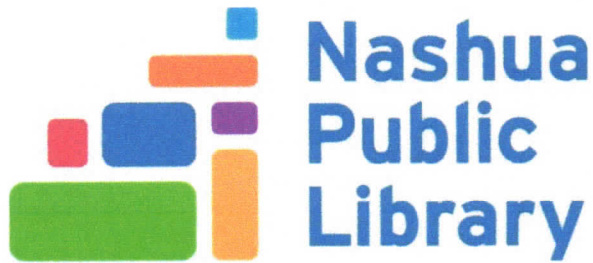
There being no further business to come before the Board, upon a motion duly made by Mr. Bergeron and seconded by Ms. Kane, the Trustees unanimously:

RESOLVED: That the meeting be adjourned at 8:00 pm.

Attest \_\_\_\_\_

David K. Pinsonneault, Secretary





**June 2, 2020**  
**Director's report**

- **Retirements:** I have 2 staff retirements to announce: both Tina Lozeau and Susan Willmore are retiring this summer. Susan's retirement date is 6/30/2020 and Tina's retirement will be effective on July 11, 2020; we will miss them both very much! Since the hiring freeze remains in effect we will not be filling those vacancies yet.
- **Other staff changes:** Due to our limited hours of operation and the reduced number of services we are currently offering our customers I made the difficult decision to lay off all 8 of our library pages effective on 5/23/2020. While this was a difficult decision to make it allows us to keep all of our full time regular staff busy with meaningful tasks. If and when we are able to return to a full schedule and regular programming we can seek to rehire the pages.
- **Current library operations:** I'm thrilled to report that the rest of our staff are back to work providing direct service to customers in a nearly touch free environment.
  - The book drops opened on Monday, May 18<sup>th</sup>. Security staff are emptying the book drops and materials are quarantined for at least 72 hours before being checked in.
  - Beginning on Monday, May 26<sup>th</sup> customers were able to place holds in the library catalog
  - On Monday, June 1 we began offering curbside pickup for materials that customers have placed on hold. Hours for curbside pickup are Monday –

Thursday from 10AM-7PM and Saturdays from 10AM–2 PM. There are parking spaces designated for this purpose, customers simply call when they arrive and library staff bring the checked out materials to their vehicle.

- Library staff are now in the building answering the phones on Monday – Thursday from 9AM- 7PM and on Friday and Saturday from 9AM – 2PM. We continue to offer online chat support during those same hours and all of our Reference staff now have the ability to offer customer account support when they are working remotely.
- In line with the recommendations from the city's emergency response team and safety committee we are facilitating remote work for staff when possible. There are a few staff who are working entirely remotely due to health concerns for themselves or family members.
- **Planning for the next phase:** There are a number of markers that the city's response team is watching before recommending that any city divisions begin offering limited in person services, including a continued decline in the infection rate and the availability of PPE for staff. The Mayor has extended the closure of city hall until at least June 14<sup>th</sup>, and even after that date the roll out of in person services will be slow and gradual. I will continue working with the city's safety team and emergency response team on our own reopening plan but I expect the next steps will be offering a limited number of customers in the building for browsing new materials and potentially computer use by appointment.
- **Suspension of fines:** I am recommending that we continue to suspend overdue fines until at least the end of September, this is a time when we should be doing everything possible to make library usage easier and stress free for individuals and families and we currently don't have a way to collect fines in a safe, touch free manner.

# NPL FISCAL YEAR 2021 Calendar

## 2020

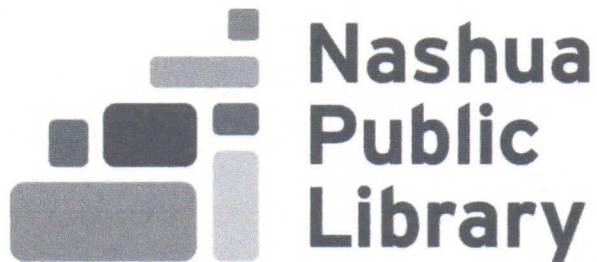
July 3	Friday	Independence Day observed (closed)
July 4	Saturday	Independence Day (closed)
July 5	Sunday	Closed for Independence Day Weekend
September 1	Tuesday	Board of Trustees meeting
September 5	Saturday	Closed for Labor Day Weekend
September 6	Sunday	Closed for Labor Day Weekend
September 7	Monday	Labor Day (closed)
October 6	Tuesday	Board of Trustees meeting
October 12	Monday	Columbus Day (closed)
November 4	Wednesday	Board of Trustees meeting (Tues is Election Day)
November 11	Wednesday	Closed for Veteran's Day
November 25	Wednesday	***Early Closing – 5:30***
November 26	Thursday	Thanksgiving Day (closed)
December 1	Tuesday	Board of Trustees meeting
December 24	Thursday	***Early Closing – NOON***
December 25	Friday	Christmas Day (closed)
December 31	Thursday	***Early Closing – 3:00***

## 2021

January 1	Friday	New Year's Day (closed)
January 5	Tuesday	Board of Trustees meeting
January 18	Monday	Martin Luther King, Jr. Day (closed)
February 2	Tuesday	Board of Trustees meeting
February 15	Monday	President's Day (closed)
March 2	Tuesday	Board of Trustees meeting
April 6	Tuesday	Board of Trustees meeting
April 4-10	National Library Week!	
May 4	Tuesday	Board of Trustees meeting
May 29	Saturday	Closed for Memorial Day weekend
May 30	Sunday	Closed for Memorial Day weekend
May 31	Monday	Memorial Day (closed)
June 1	Tuesday	Final Board of Trustees meeting (recess until Sept.)

Paid Holidays are in **bold type**





May 5, 2020

To: Board of Trustees

From: Jenn Hosking, Assistant Director

RE: Stearns Trust Request

Please find below an outline of our initial request of Stearns trust fund expenditures for FY21. All of these resources provide the Nashua community access to reading material either in print or electronically.

<b><i>Stearns Trust Request</i></b>	<b>Total</b>	<b>\$57,277</b>
High Demand Budget	18,000	Popular Books
NH Downloadable Consortium	26,677	Overdrive eBooks and audiobooks: (\$16,677) and Advantage (\$10,000)
Tumblebook Library	4,700	eBooks for children
Nashua Reads	1,400	Books
RB Digital Magazines	3,500	Digital Magazine Content for 45-50 titles
Book Give-Aways	3,000	Books to distribute at community events and popup libraries